

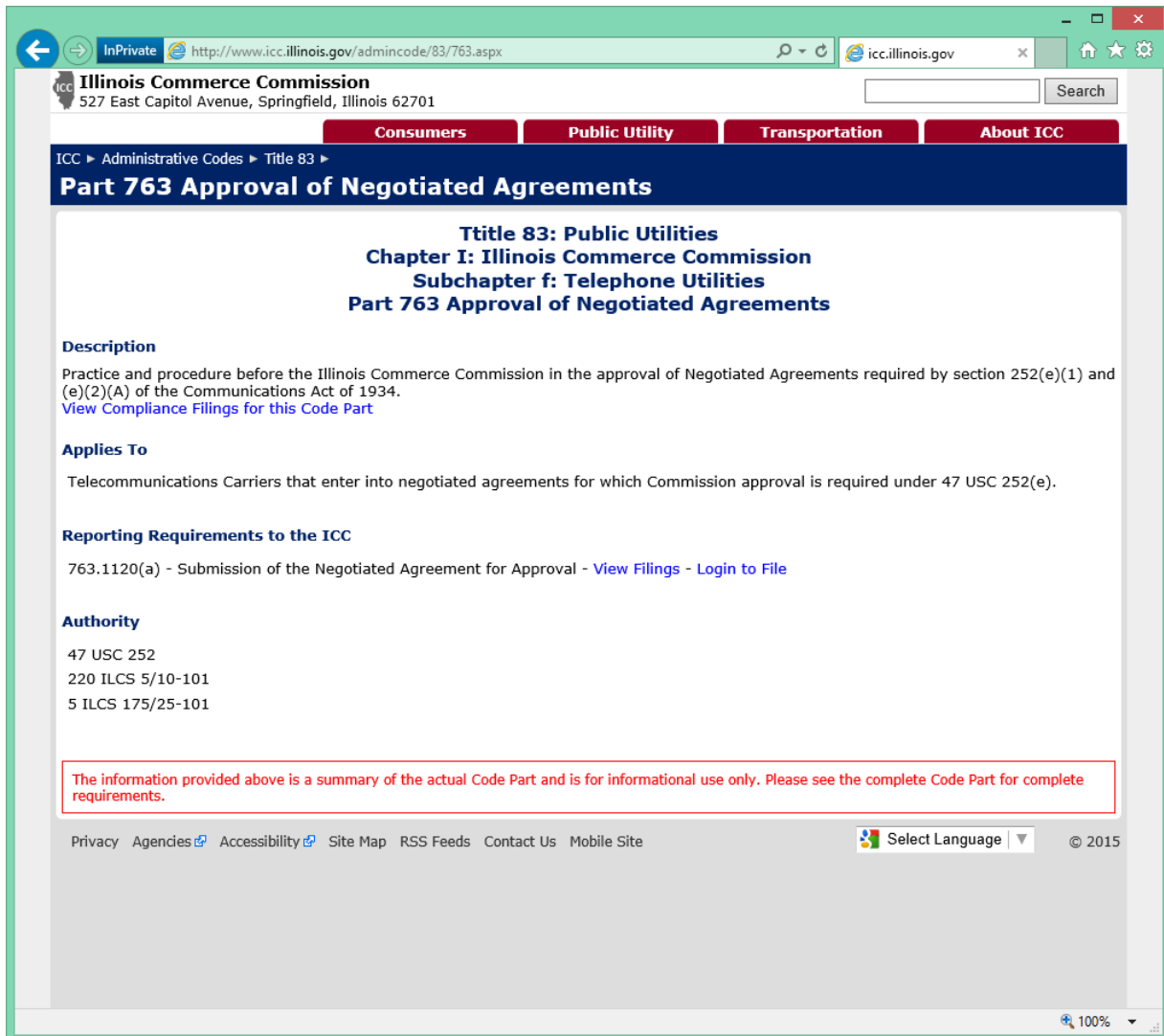
## HOW TO USE ELECTRONIC FILING

### How to Electronically File for Code Part 763

The Illinois Commerce Commission has implemented an electronic filing system for accepting documents. The Code Part 763 Negotiated Agreements or Amendments will be accepted using this system.

The URL for the website is the following:

<https://www.icc.illinois.gov/admincode/83/763.aspx>



The screenshot displays the Illinois Commerce Commission (ICC) website. The browser address bar shows the URL <http://www.icc.illinois.gov/admincode/83/763.aspx>. The website header includes the ICC logo, the text "Illinois Commerce Commission", and the address "527 East Capitol Avenue, Springfield, Illinois 62701". A search bar is located in the top right corner. Below the header, there are four navigation tabs: "Consumers", "Public Utility", "Transportation", and "About ICC". The "Public Utility" tab is selected. The main content area is titled "Part 763 Approval of Negotiated Agreements" and includes the following information:

- Title 83: Public Utilities**
- Chapter I: Illinois Commerce Commission**
- Subchapter f: Telephone Utilities**
- Part 763 Approval of Negotiated Agreements**

**Description**  
Practice and procedure before the Illinois Commerce Commission in the approval of Negotiated Agreements required by section 252(e)(1) and (e)(2)(A) of the Communications Act of 1934.  
[View Compliance Filings for this Code Part](#)

**Applies To**  
Telecommunications Carriers that enter into negotiated agreements for which Commission approval is required under 47 USC 252(e).

**Reporting Requirements to the ICC**  
763.1120(a) - Submission of the Negotiated Agreement for Approval - [View Filings](#) - [Login to File](#)

**Authority**  
47 USC 252  
220 ILCS 5/10-101  
5 ILCS 175/25-101

A red-bordered box contains the following text: "The information provided above is a summary of the actual Code Part and is for informational use only. Please see the complete Code Part for complete requirements."

The footer of the website includes links for "Privacy", "Agencies", "Accessibility", "Site Map", "RSS Feeds", "Contact Us", and "Mobile Site". There is also a "Select Language" dropdown menu and a copyright notice "© 2015".

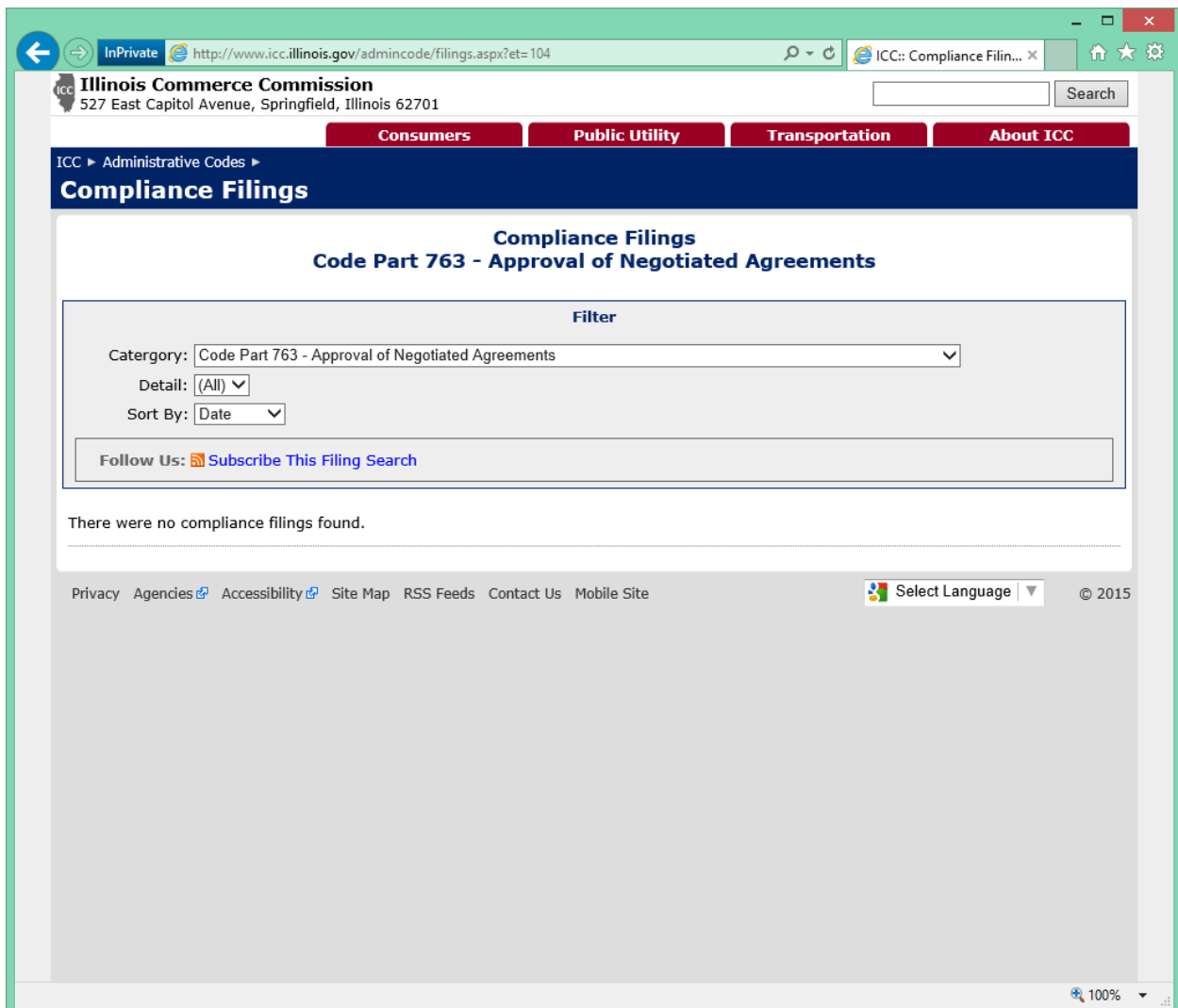
## HOW TO USE ELECTRONIC FILING

### How to View Filings

To view filings, two links are given on the previous page: View Compliance Filings for this Code Part and View Filings. Both links are to the page shown below. Select the Category by clicking the drop-down arrow on list. A list of compliance filings appears. To view filings, select a compliance filing and a list will appear.

The URL for the website is the following:

<https://www.icc.illinois.gov/admincode/filings.aspx?et=104>



The screenshot shows a web browser window displaying the Illinois Commerce Commission's Compliance Filings page. The browser's address bar shows the URL: <http://www.icc.illinois.gov/admincode/filings.aspx?et=104>. The page header includes the ICC logo and name, along with the address: 527 East Capitol Avenue, Springfield, Illinois 62701. A search bar is located in the top right corner. Below the header, there are four red navigation buttons: Consumers, Public Utility, Transportation, and About ICC. The main content area is titled "Compliance Filings" and "Code Part 763 - Approval of Negotiated Agreements". A filter section contains three dropdown menus: Category (set to "Code Part 763 - Approval of Negotiated Agreements"), Detail (set to "(All)"), and Sort By (set to "Date"). Below the filter section, there is a "Follow Us" section with a "Subscribe This Filing Search" button. The main content area displays the message: "There were no compliance filings found." The footer includes links for Privacy, Agencies, Accessibility, Site Map, RSS Feeds, Contact Us, and Mobile Site, along with a "Select Language" dropdown and a copyright notice for 2015.

## HOW TO USE ELECTRONIC FILING

### Sign-on Page

To file on-line, you must enter a user name, password, and domain in the appropriate fields. If you do not have an account, please visit the ICC Web Site and complete the External User Account Request Form <https://www.icc.illinois.gov/forms> and submit it to the ICC Help Desk. The ICC Help Desk may be reached at 217-782-9230.



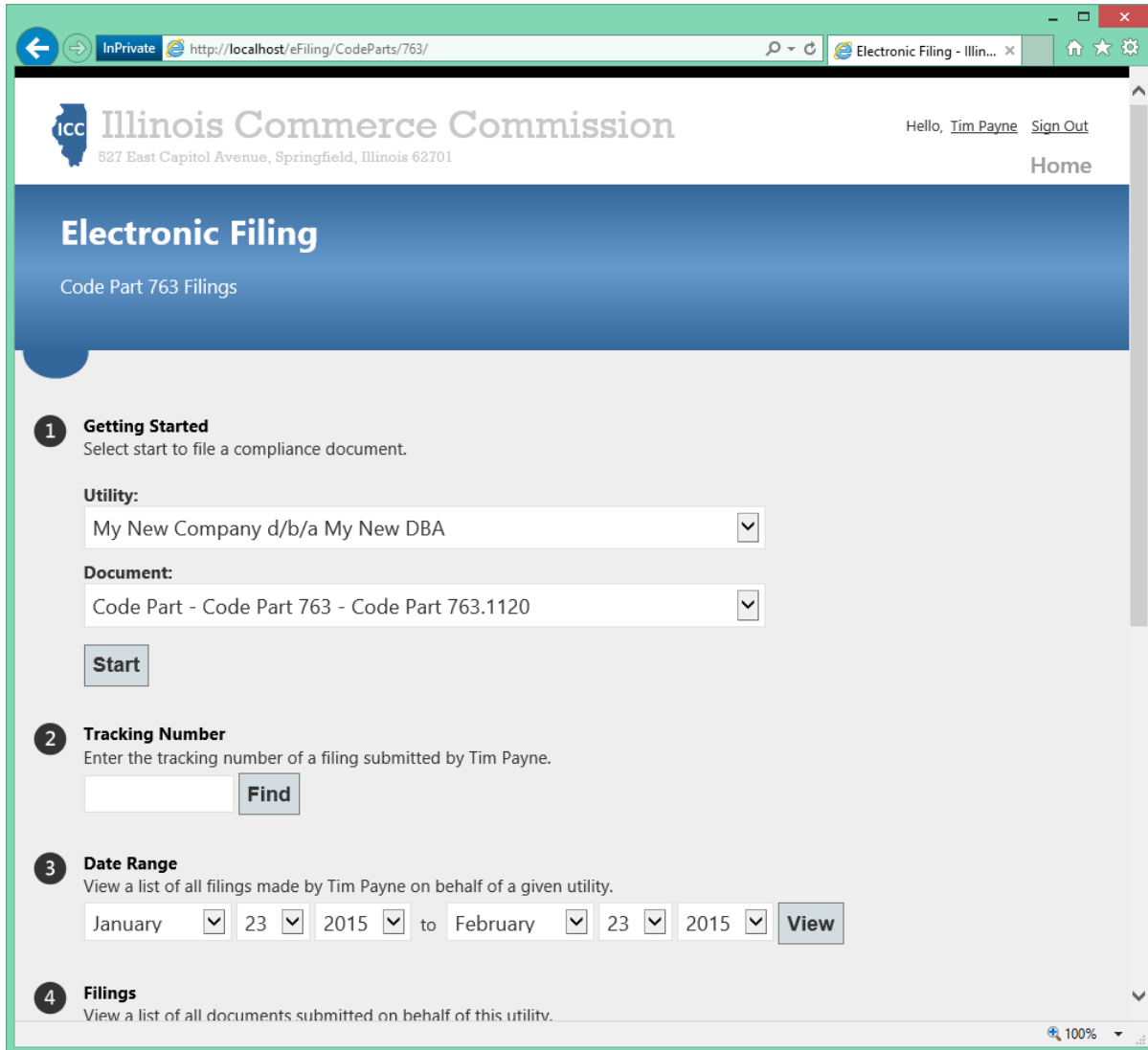
The screenshot shows a web browser window with the address bar displaying <https://www.icc.illinois.gov/eAccount/signin.aspx?SiteUrl=/eFiling/Gen...>. The page title is "Sign In - Illinois Com...". The main content area is titled "Illinois Commerce Commission Web Access". Below the title, there is a instruction: "Please enter your user name, password, and domain. Also, you must enter the characters in the image. When finished, click the Continue button." The form includes three input fields: "User Name:", "Password:", and "Domain:". Below these fields are two links: "Listen" and "Reset". To the right of these links is a CAPTCHA image showing the word "ELECTRA" in a stylized font. Below the CAPTCHA is an input field labeled "Enter characters:". At the bottom of the form are two buttons: "Continue" and "Cancel". Below the buttons are two links: "Forgot your password?" and "Register for Account". At the very bottom of the page is a copyright notice: "Copyright ©2011 Illinois Commerce Commission. All rights reserved."

## HOW TO USE ELECTRONIC FILING

### Welcome Page

After a successful sign-on, the Welcome page is displayed. On the Welcome page, you may:

1. Select a utility name and document to start a filing session.
2. Enter the tracking number of your filing.
3. Perform a date range search for a filing.



The screenshot shows a web browser window with the URL `http://localhost/eFiling/CodeParts/763/`. The page header includes the Illinois Commerce Commission logo and name, the address "527 East Capitol Avenue, Springfield, Illinois 62701", and a user greeting "Hello, Tim Payne" with a "Sign Out" link. A "Home" link is also present. The main heading is "Electronic Filing" with a sub-heading "Code Part 763 Filings". The page is divided into four numbered sections:

- 1 Getting Started**  
Select start to file a compliance document.  
Utility: My New Company d/b/a My New DBA  
Document: Code Part - Code Part 763 - Code Part 763.1120  
Start
- 2 Tracking Number**  
Enter the tracking number of a filing submitted by Tim Payne.  
Find
- 3 Date Range**  
View a list of all filings made by Tim Payne on behalf of a given utility.  
January 23 2015 to February 23 2015 View
- 4 Filings**  
View a list of all documents submitted on behalf of this utility.

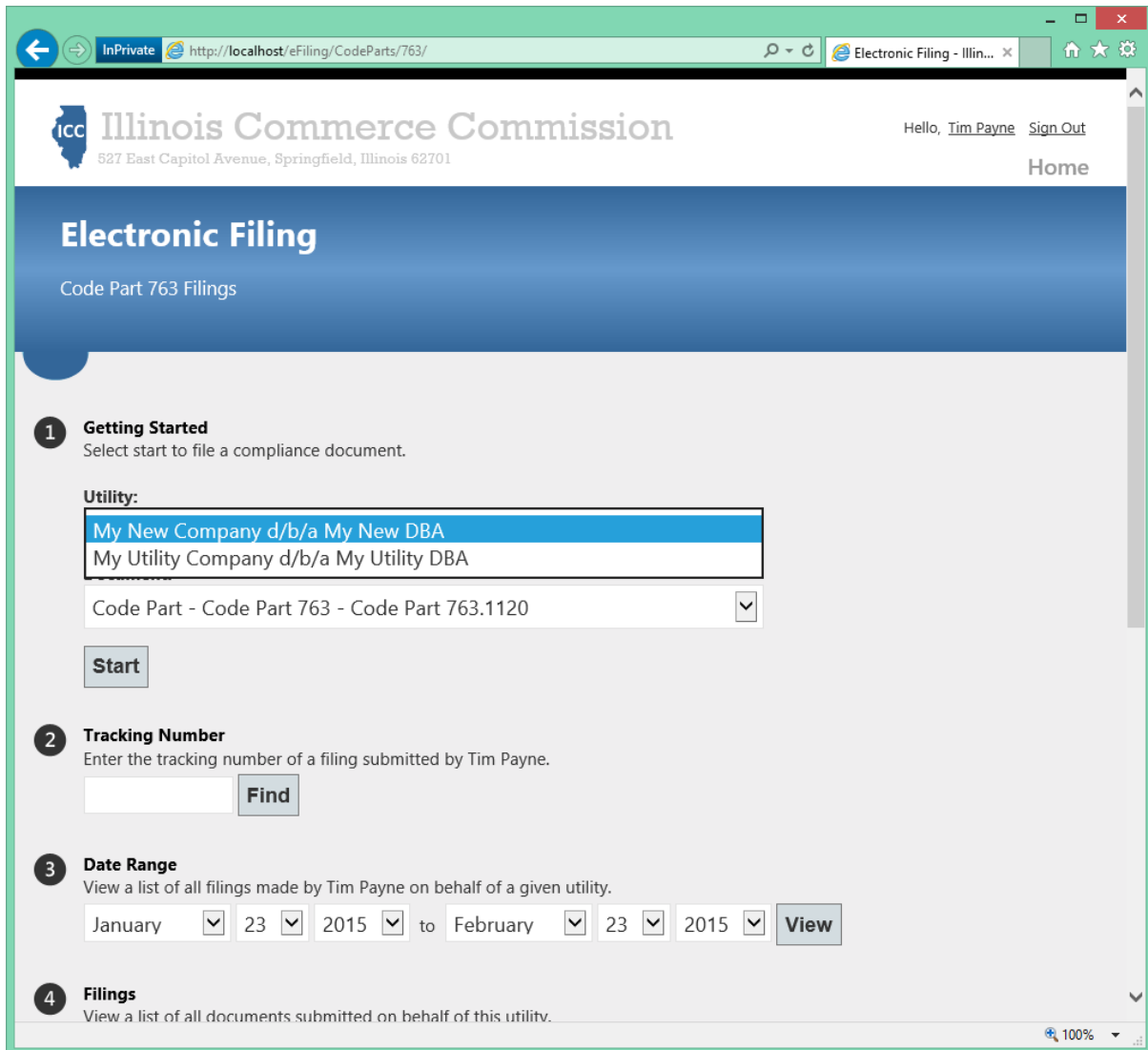
The browser window shows standard navigation buttons and a 100% zoom level.

## HOW TO USE ELECTRONIC FILING

### How to File a Negotiated Agreement or Amendment

#### Step 1: Select a Utility Name

The next step is to select a 9-1-1 authority name to start an initial filing. To perform an initial filing for a 9-1-1 authority, you must be authorized. The 9-1-1 authority name list will show all 9-1-1 authorities under which you may file. If the 9-1-1 authority list is empty, please contact the ICC Help Desk at 217-782-9230 so the issue can be investigated and corrected.



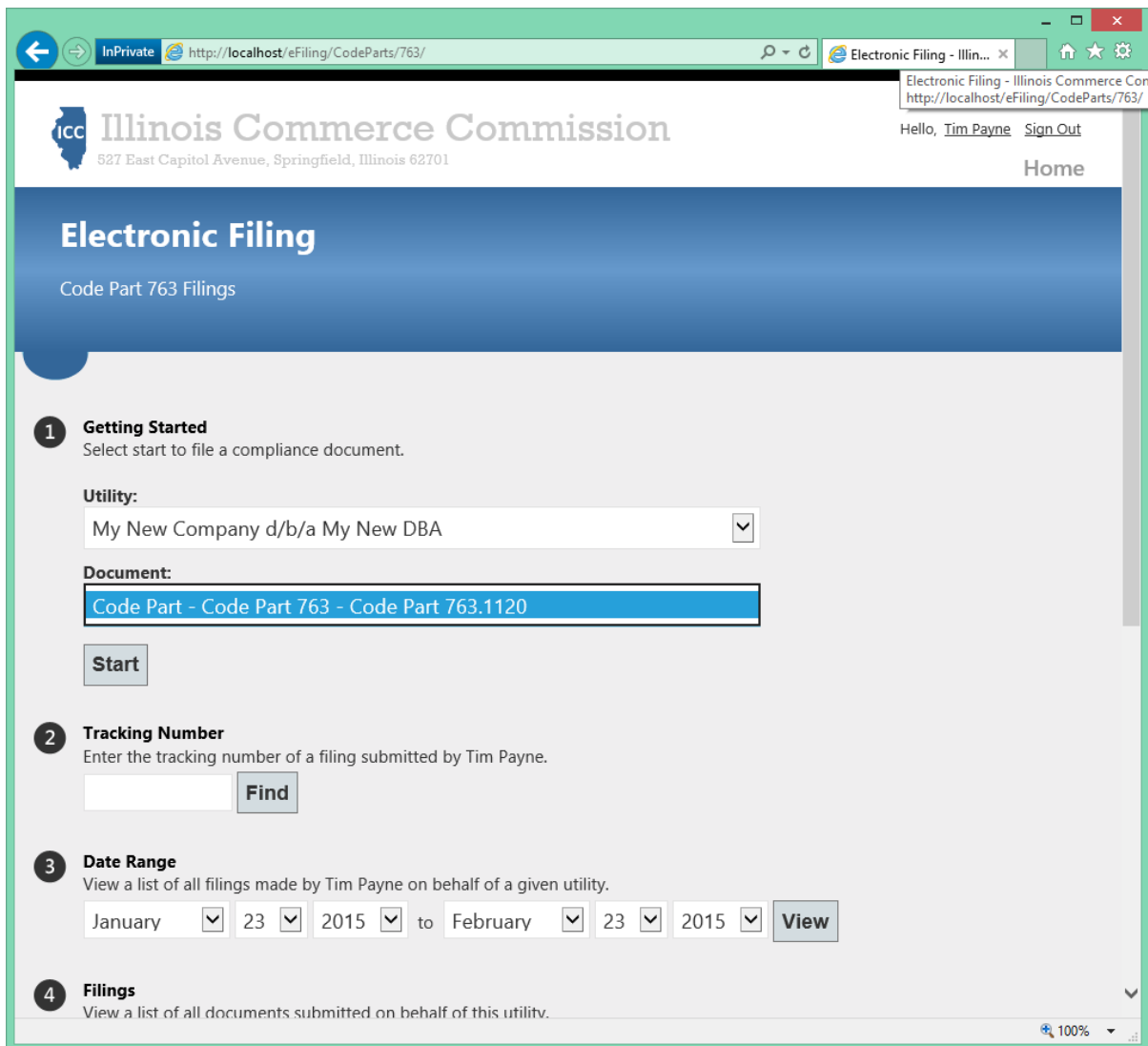
## HOW TO USE ELECTRONIC FILING

### How to File a Negotiated Agreement or Amendment

#### Step 2: Select a Document from the List

The next step is to select a document type. To select a document, you must be authorized. The document type list will show all document types to which you may file for this utility. If the document type list is empty or incorrect, please contact the ICC Help Desk at 217-782-9230 so the issue can be investigated and corrected.

After a utility and document are selected, click the Start button to proceed to the filing wizard.

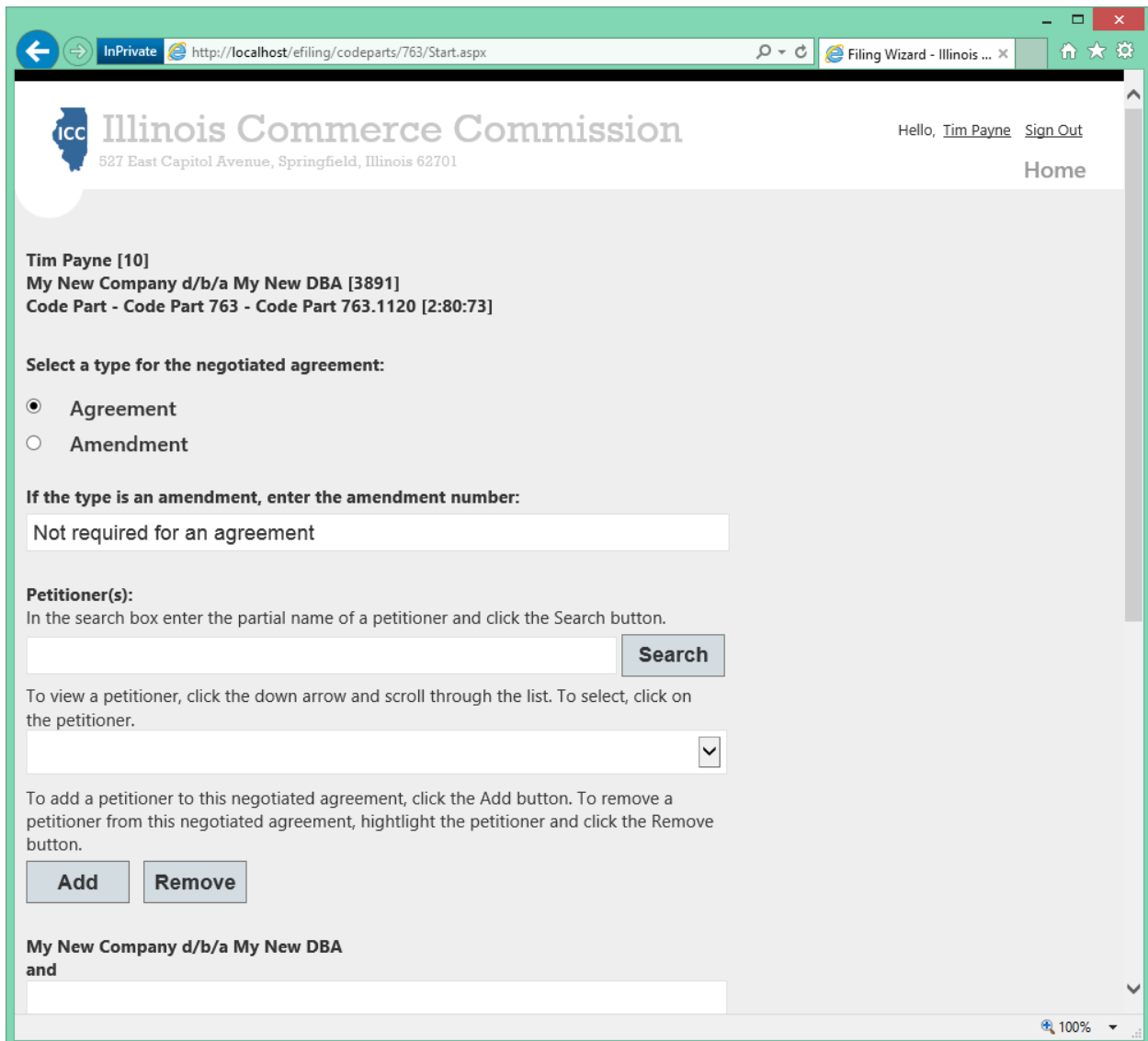


## HOW TO USE ELECTRONIC FILING

### How to File a Negotiated Agreement or Amendment

#### Step 3: Select a Negotiated Agreement Type and Petitioners

The next step is to select a negotiated agreement type: agreement or amendment. If amendment is selected, an amendment number is required. To add the petitioners, enter a partial utility name in the search box and click the button. If any utilities are found, the drop-down list will be populated. Click the drop-down arrow to see the list. Select a utility from the drop-down list and click the Add button. The utility will be added to this list of petitioners. To remove a petitioner, select the utility in the list box and click the Remove button.



The screenshot shows a web browser window with the URL `http://localhost/efiling/codeparts/763/Start.aspx`. The page header includes the Illinois Commerce Commission logo and name, along with the address "527 East Capitol Avenue, Springfield, Illinois 62701". A user greeting "Hello, Tim Payne" and a "Sign Out" link are visible. A "Home" link is also present.

The main content area displays the user's session information: "Tim Payne [10]", "My New Company d/b/a My New DBA [3891]", and "Code Part - Code Part 763 - Code Part 763.1120 [2:80:73]".

Below this, a section titled "Select a type for the negotiated agreement:" contains two radio buttons: "Agreement" (selected) and "Amendment".

Following this is a section titled "If the type is an amendment, enter the amendment number:" with a text input field containing "Not required for an agreement".

The "Petitioner(s):" section includes instructions: "In the search box enter the partial name of a petitioner and click the Search button." Below this is a search input field and a "Search" button.

Below the search field, instructions state: "To view a petitioner, click the down arrow and scroll through the list. To select, click on the petitioner." This is followed by a dropdown menu.

Further instructions state: "To add a petitioner to this negotiated agreement, click the Add button. To remove a petitioner from this negotiated agreement, highlight the petitioner and click the Remove button." Below these instructions are "Add" and "Remove" buttons.

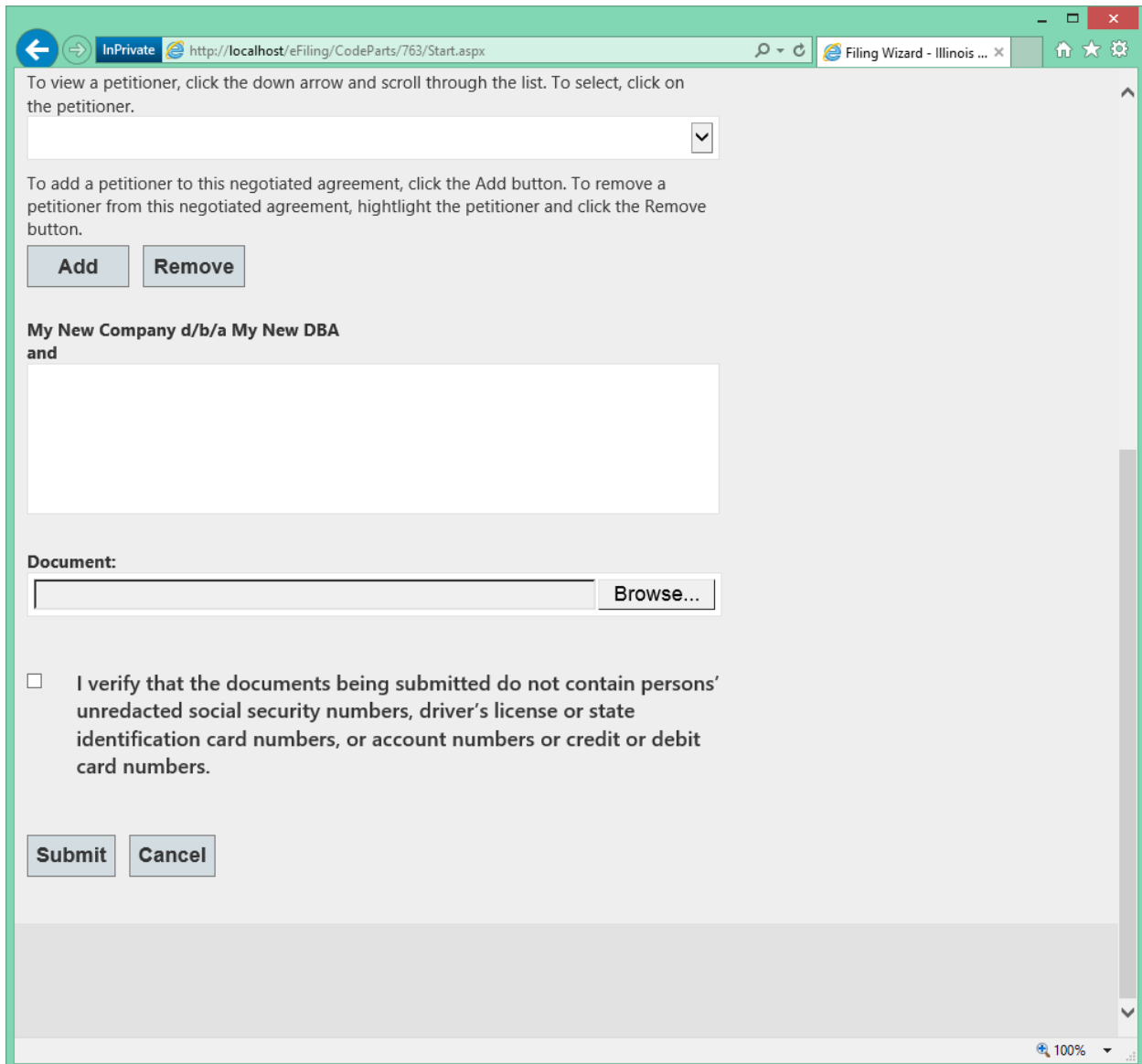
At the bottom, the text "My New Company d/b/a My New DBA and" is followed by a text input field.

## HOW TO USE ELECTRONIC FILING

### How to File a Negotiated Agreement or Amendment

#### Step 5: Upload a Document and Check Private Information Disclaimer

Click the Browse button to select a file to upload. Once selected, the document field shows the local path for the document. To complete the filing, check the box next to the private information disclaimer. To proceed, click the submit button to upload the document. The cancel button will end the upload and return to the welcome page.



The screenshot shows a web browser window titled "Filing Wizard - Illinois". The address bar shows "http://localhost/eFiling/CodeParts/763/Start.aspx". The page content includes a dropdown menu for selecting a petitioner, with instructions: "To view a petitioner, click the down arrow and scroll through the list. To select, click on the petitioner." Below this is an "Add" button and a "Remove" button. A text field contains "My New Company d/b/a My New DBA and". Below this is a "Document:" label, a text input field, and a "Browse..." button. A checkbox is present with the text: "I verify that the documents being submitted do not contain persons' unredacted social security numbers, driver's license or state identification card numbers, or account numbers or credit or debit card numbers." At the bottom are "Submit" and "Cancel" buttons. The browser window also shows a "100%" zoom level in the bottom right corner.

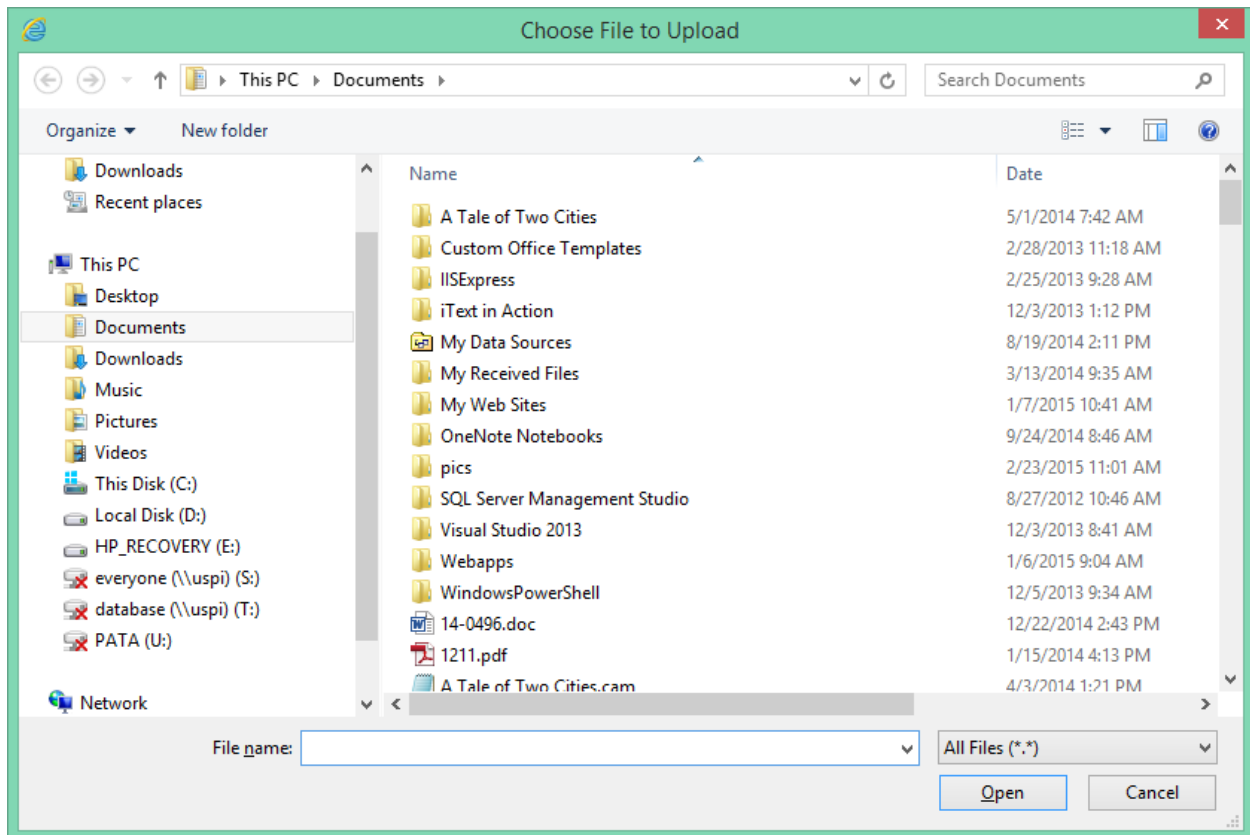
Please Note: Only Adobe Portable Document Format (PDF) may be uploaded.



## HOW TO USE ELECTRONIC FILING

### Step 4: Choose a File to Upload Dialog Box

From the dialog box, choose the file to upload.



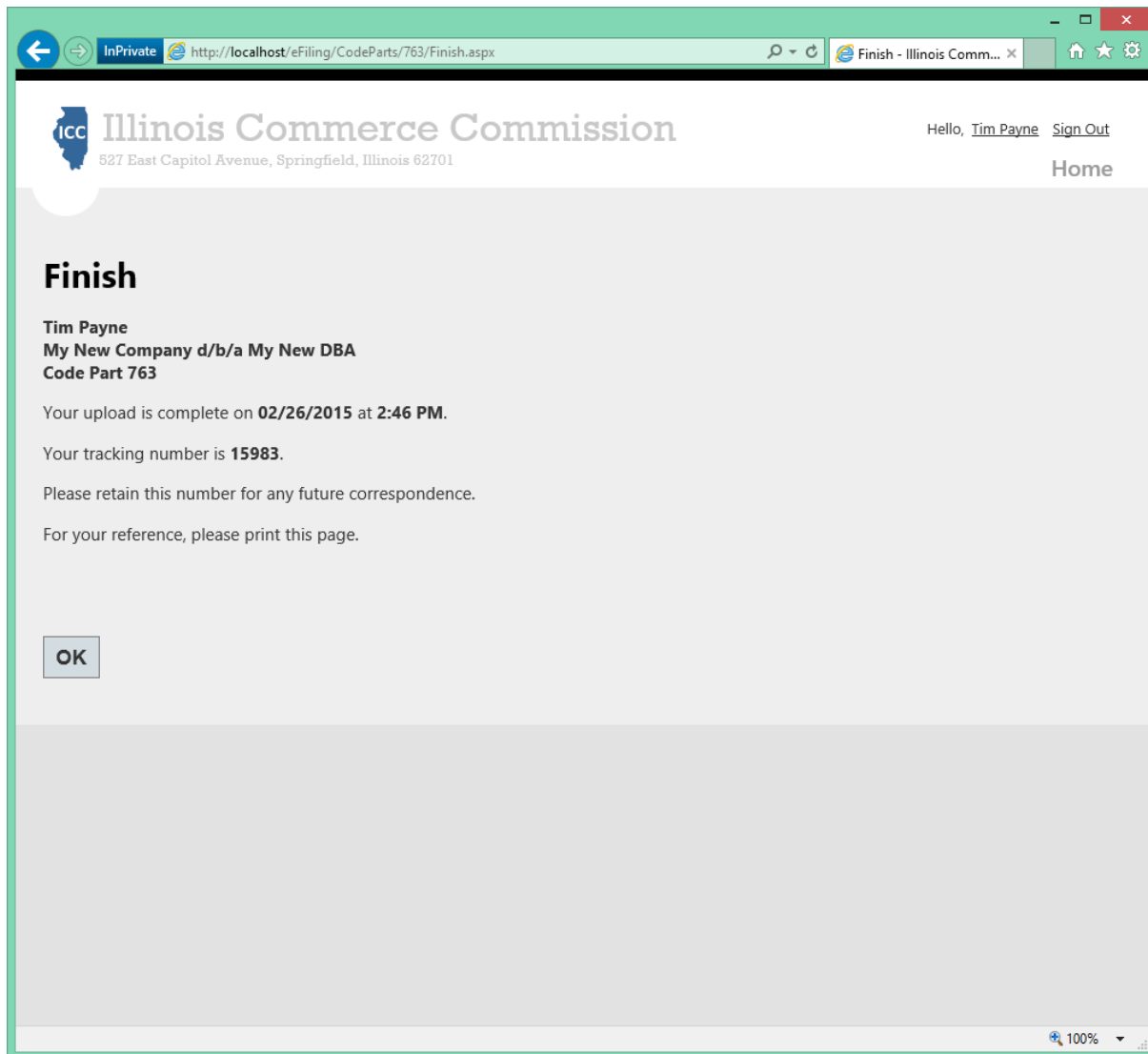
Please Note: Only Adobe Portable Document Format (PDF) may be uploaded.

## HOW TO USE ELECTRONIC FILING

### How to File a Negotiated Agreement or Amendment

#### Step 6: Finished

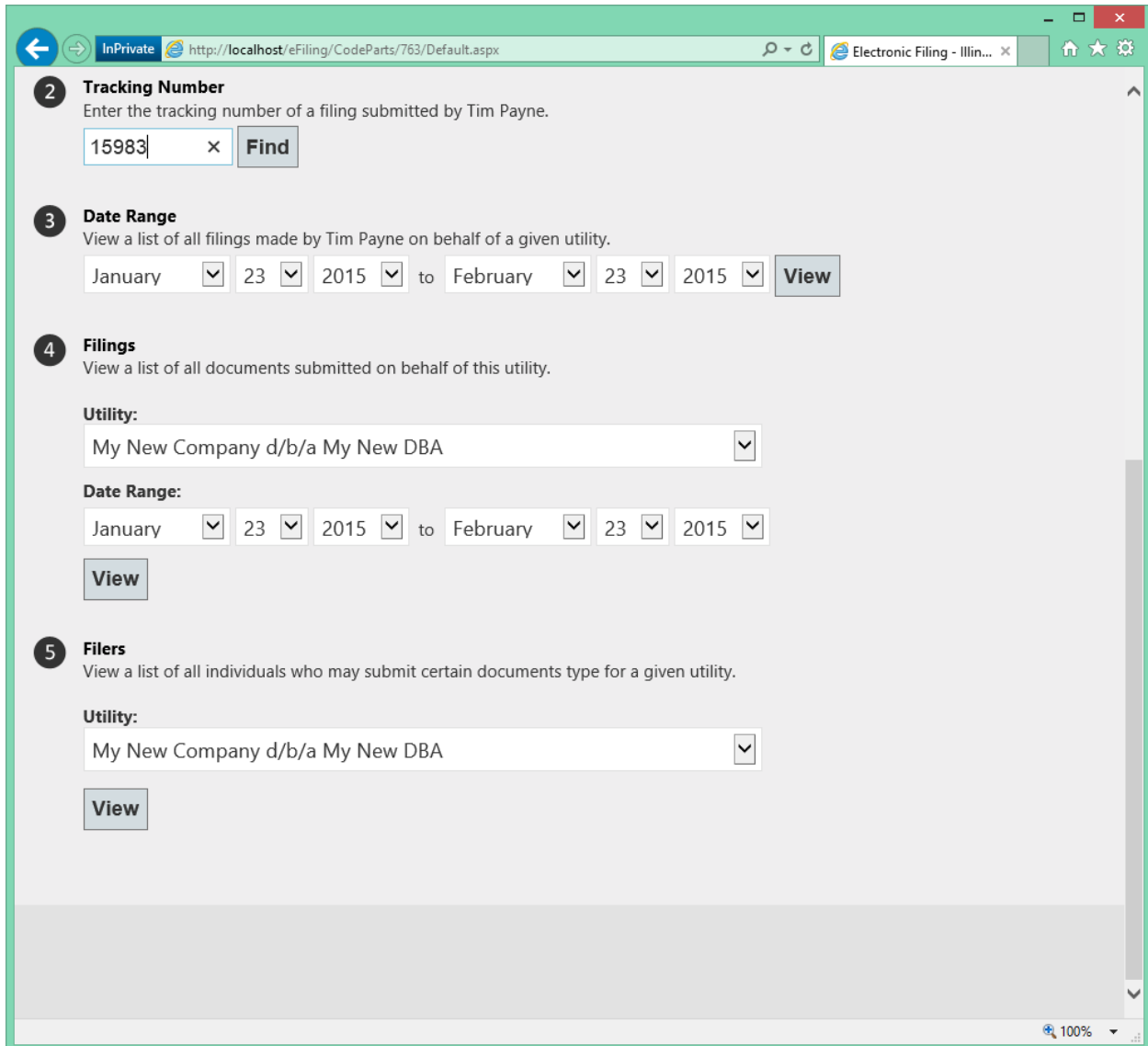
When the upload has completed, the finished page is displayed. Please print this page for your records. You may need the tracking number for any inquiries related to this filing.



## HOW TO USE ELECTRONIC FILING

### How to Find a Filing

A filing may be located by two methods: a tracking number or a date range. If the tracking number is known, enter it in the appropriate text box. If the tracking number is not known, use the date range to find a filing.



The screenshot displays a web browser window with the URL `http://localhost/eFiling/CodeParts/763/Default.aspx`. The page contains four numbered sections for finding filings:

- 2 Tracking Number**  
Enter the tracking number of a filing submitted by Tim Payne.  
Input field: `15983` (with a clear 'x' button)  
Button: **Find**
- 3 Date Range**  
View a list of all filings made by Tim Payne on behalf of a given utility.  
Date Range: January 23 2015 to February 23 2015  
Button: **View**
- 4 Filings**  
View a list of all documents submitted on behalf of this utility.  
Utility: My New Company d/b/a My New DBA  
Date Range: January 23 2015 to February 23 2015  
Button: **View**
- 5 Filers**  
View a list of all individuals who may submit certain documents type for a given utility.  
Utility: My New Company d/b/a My New DBA  
Button: **View**

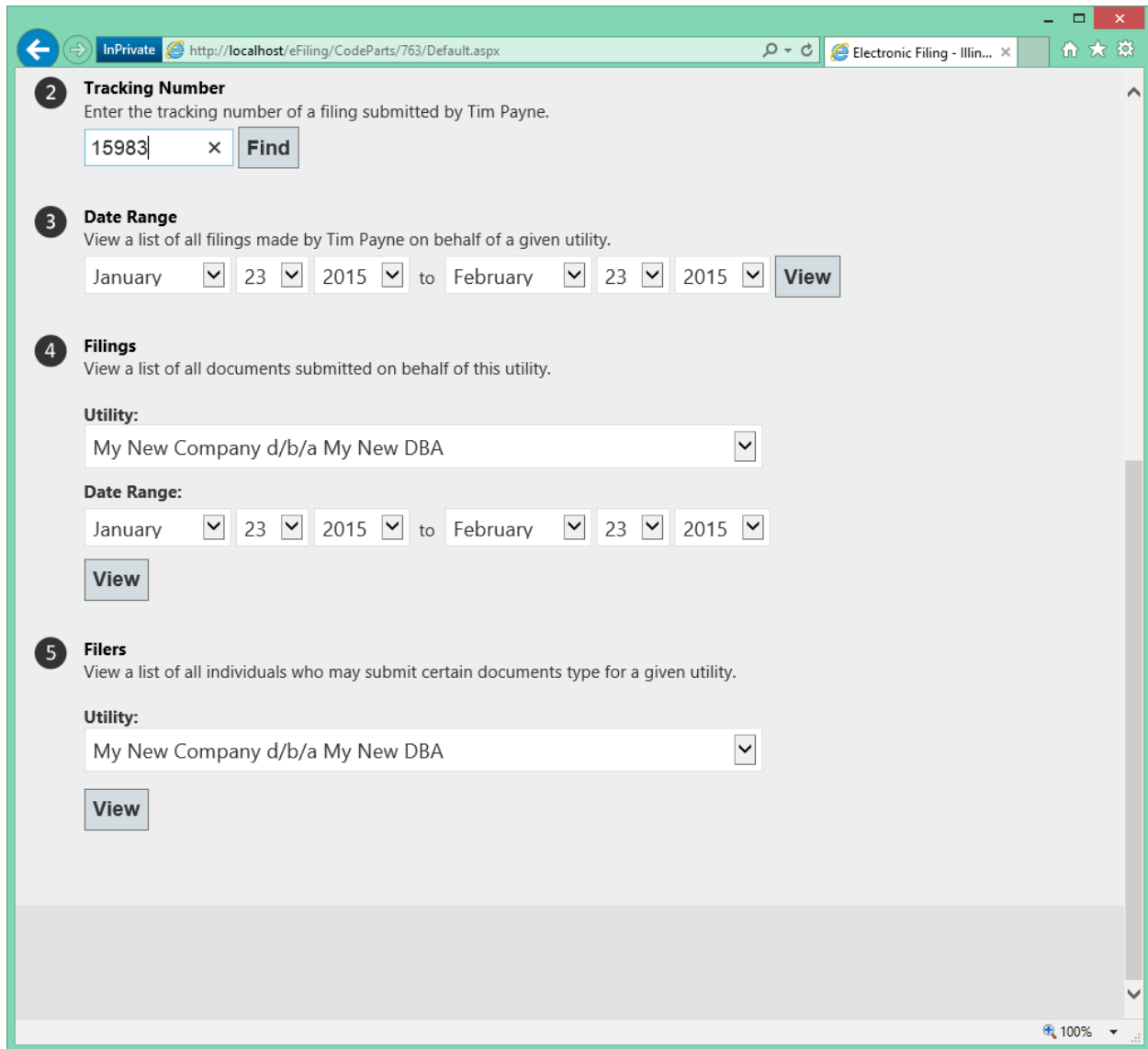
The browser window also shows a tab titled "Electronic Filing - Illin..." and a zoom level of 100% at the bottom right.

## HOW TO USE ELECTRONIC FILING

### How to Find a Filing Using a Tracking Number

#### Step 1: Enter a Tracking Number

Enter the track number of the filing in the text box. Click the Find button to submit the request.



The screenshot shows a web browser window with the URL `http://localhost/eFiling/CodeParts/763/Default.aspx`. The page contains several search and filter sections:

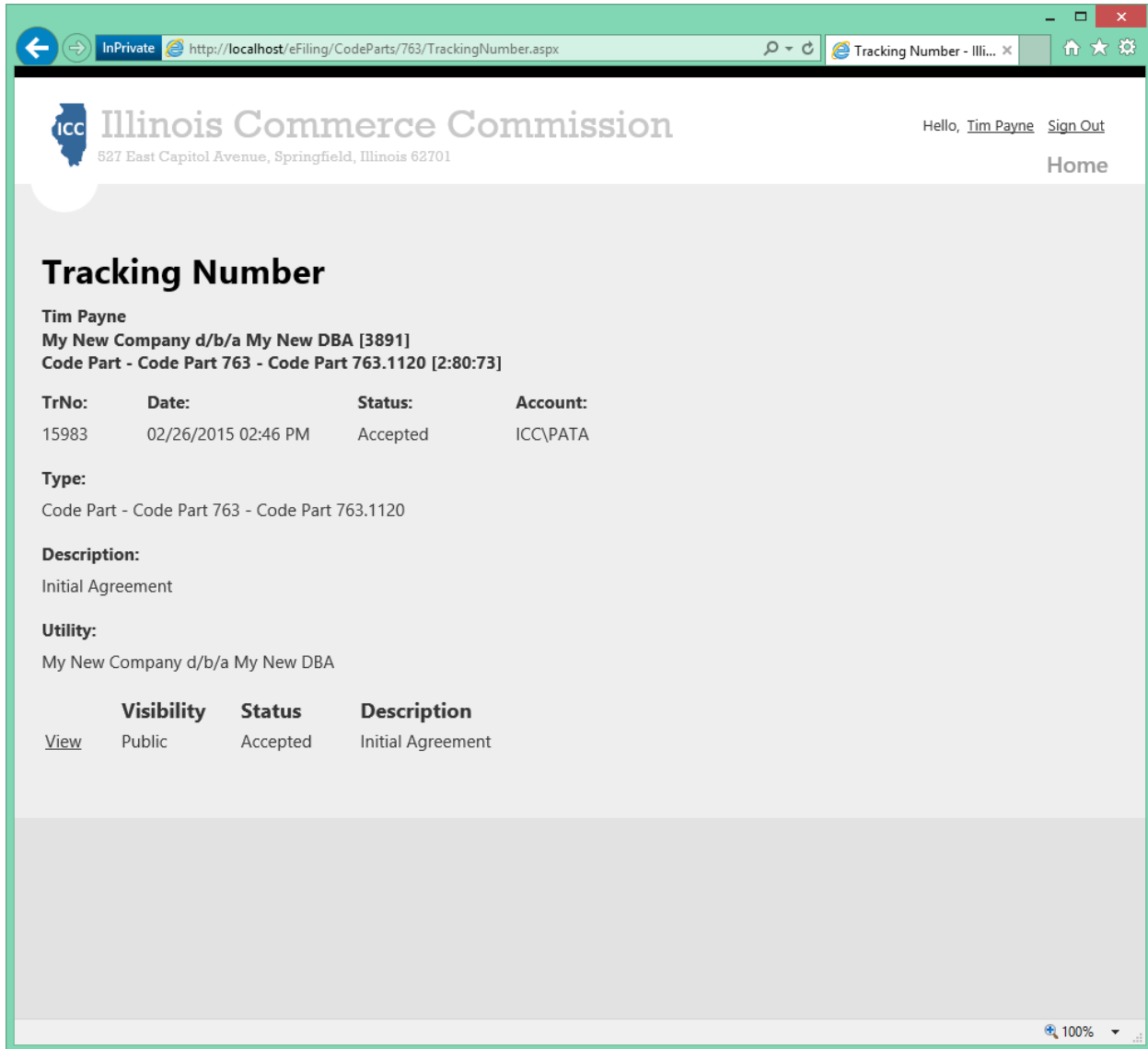
- 2 Tracking Number**  
Enter the tracking number of a filing submitted by Tim Payne.  
Text box: 15983  
Buttons: ×, Find
- 3 Date Range**  
View a list of all filings made by Tim Payne on behalf of a given utility.  
Dropdowns: January, 23, 2015 to February, 23, 2015  
Button: View
- 4 Filings**  
View a list of all documents submitted on behalf of this utility.  
Utility: My New Company d/b/a My New DBA  
Date Range: January, 23, 2015 to February, 23, 2015  
Button: View
- 5 Filers**  
View a list of all individuals who may submit certain documents type for a given utility.  
Utility: My New Company d/b/a My New DBA  
Button: View

## HOW TO USE ELECTRONIC FILING

### How to Find a Filing Using a Tracking Number

#### Step 2: View the Filing

On the tracking number page, all information related to this filing is available.



The screenshot shows a web browser window displaying the Illinois Commerce Commission's eFiling Tracking Number page. The browser's address bar shows the URL `http://localhost/eFiling/CodeParts/763/TrackingNumber.aspx`. The page header includes the ICC logo, the text "Illinois Commerce Commission", the address "527 East Capitol Avenue, Springfield, Illinois 62701", and a user greeting "Hello, [Tim Payne](#) [Sign Out](#)". A "Home" link is also present.

### Tracking Number

**Tim Payne**  
**My New Company d/b/a My New DBA [3891]**  
**Code Part - Code Part 763 - Code Part 763.1120 [2:80:73]**

TrNo:	Date:	Status:	Account:
15983	02/26/2015 02:46 PM	Accepted	ICC\PATA

**Type:**  
Code Part - Code Part 763 - Code Part 763.1120

**Description:**  
Initial Agreement

**Utility:**  
My New Company d/b/a My New DBA

	Visibility	Status	Description
<a href="#">View</a>	Public	Accepted	Initial Agreement

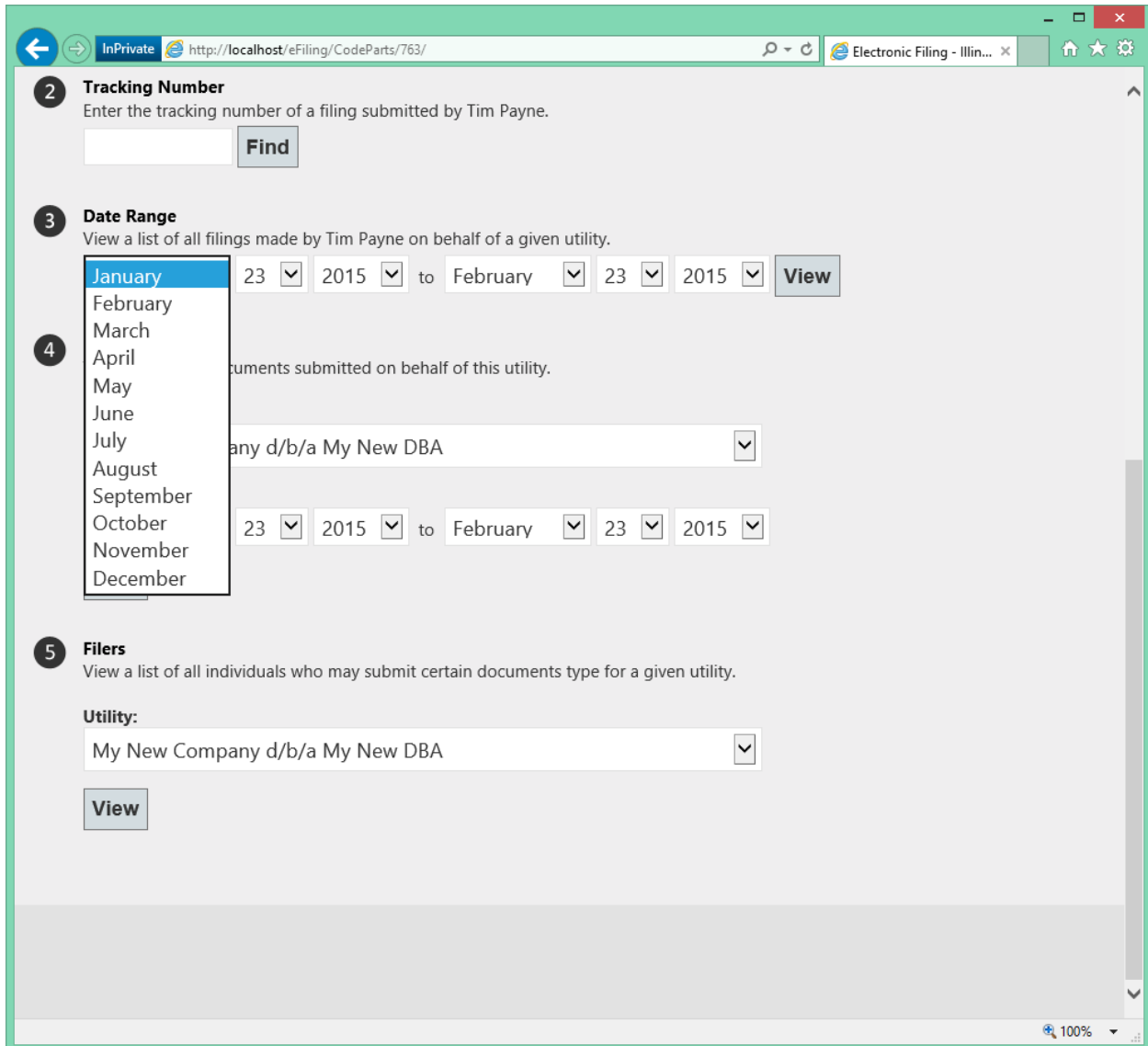
The bottom of the page shows a zoom level of 100%.

## HOW TO USE ELECTRONIC FILING

### How to Find a Filing Using a Date Range

#### Step 1: Find a Filing Using a Date Range

Select the date range of the filing using the date drop-down lists. Click the Find button to submit the request.



The screenshot shows a web browser window with the URL `http://localhost/eFiling/CodeParts/763/`. The page is titled "Electronic Filing - Illin...". It contains several numbered steps:

- 2 Tracking Number**: Enter the tracking number of a filing submitted by Tim Payne. A text input field and a "Find" button are present.
- 3 Date Range**: View a list of all filings made by Tim Payne on behalf of a given utility. This section is the focus of the image. It features a date range selector with two date pickers (month and year) and a "View" button. A dropdown menu is open for the first date picker, showing the months from January to December. The selected date range is "January 23, 2015 to February 23, 2015".
- 4**: Documents submitted on behalf of this utility. A text input field contains "any d/b/a My New DBA".
- 5 Filers**: View a list of all individuals who may submit certain documents type for a given utility. A "Utility:" label is followed by a text input field containing "My New Company d/b/a My New DBA" and a "View" button.

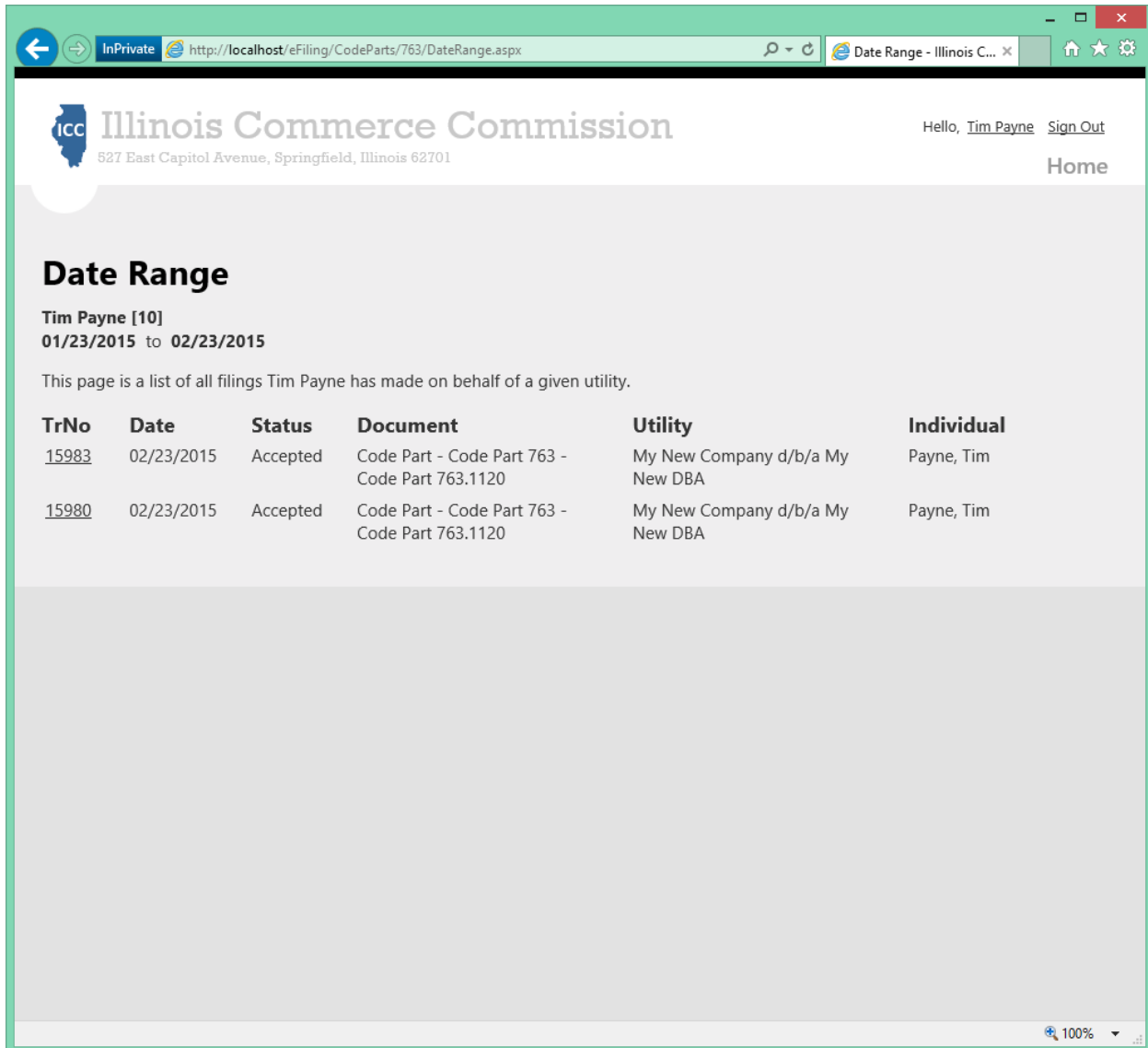
The browser window also shows a status bar at the bottom with a 100% zoom level.

## HOW TO USE ELECTRONIC FILING

### How to Find a Filing Using a Date Range

#### Step 2: Date Range Report

A list of all filings submitted in the given date range is displayed. Click the tracking number of the filing that you want to view.



The screenshot shows a web browser window displaying the Illinois Commerce Commission eFiling system. The address bar shows the URL `http://localhost/eFiling/CodeParts/763/DateRange.aspx`. The page header includes the ICC logo, the text "Illinois Commerce Commission", the address "527 East Capitol Avenue, Springfield, Illinois 62701", and a user greeting "Hello, Tim Payne" with a "Sign Out" link. A "Home" link is also present. The main heading is "Date Range". Below it, the user is identified as "Tim Payne [10]" and the date range is "01/23/2015 to 02/23/2015". A message states: "This page is a list of all filings Tim Payne has made on behalf of a given utility." A table follows with the following data:

TrNo	Date	Status	Document	Utility	Individual
<a href="#">15983</a>	02/23/2015	Accepted	Code Part - Code Part 763 - Code Part 763.1120	My New Company d/b/a My New DBA	Payne, Tim
<a href="#">15980</a>	02/23/2015	Accepted	Code Part - Code Part 763 - Code Part 763.1120	My New Company d/b/a My New DBA	Payne, Tim

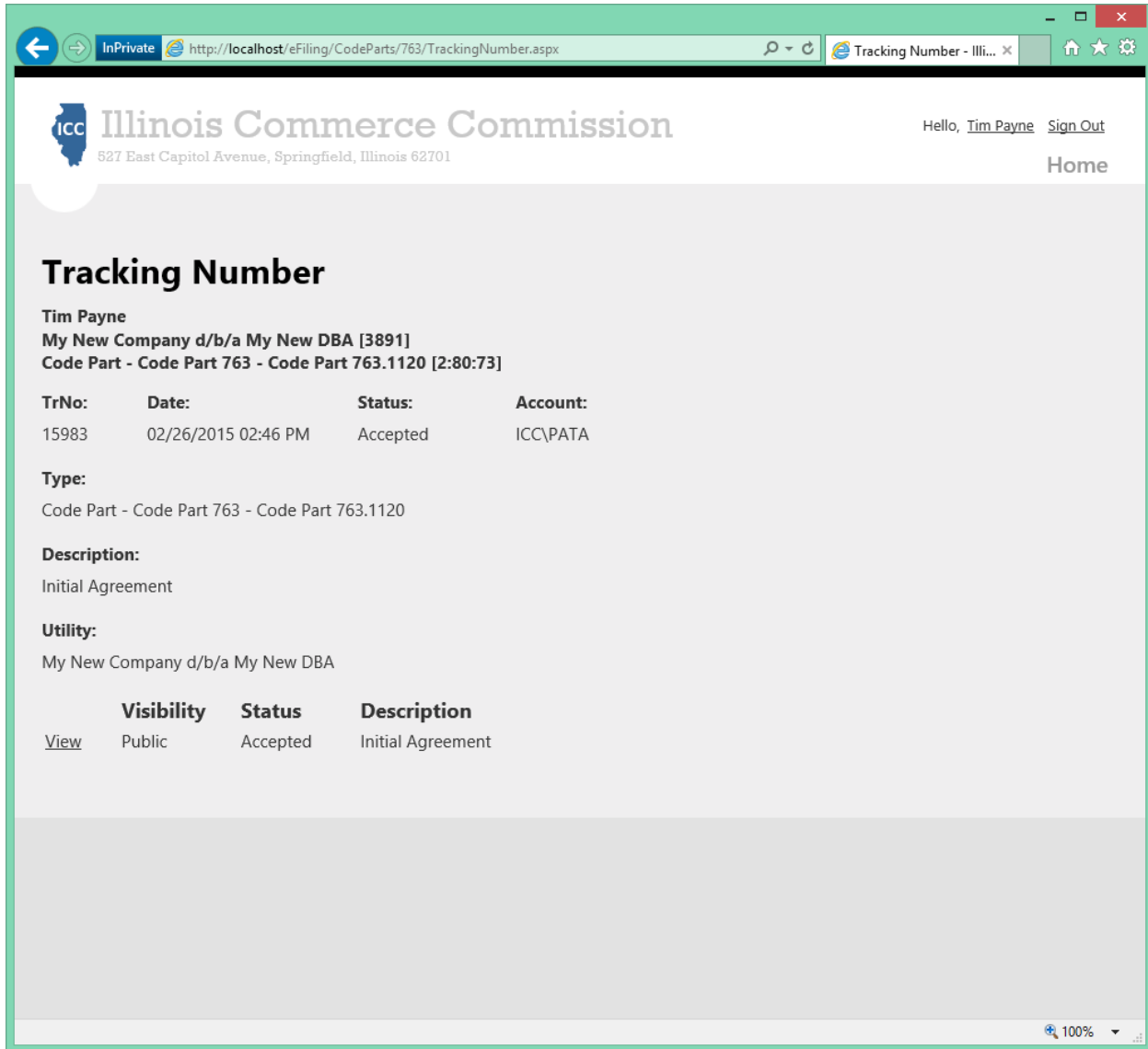
The browser window also shows a "100%" zoom level at the bottom right.

## HOW TO USE ELECTRONIC FILING

### How to Find a Filing Using a Date Range

#### Step 3: View the Filing

On the tracking number page, all information related to this filing is available.



The screenshot shows a web browser window displaying the Illinois Commerce Commission (ICC) Tracking Number page. The browser's address bar shows the URL: `http://localhost/eFiling/CodeParts/763/TrackingNumber.aspx`. The page header includes the ICC logo, the text "Illinois Commerce Commission", and the address "527 East Capitol Avenue, Springfield, Illinois 62701". A user greeting "Hello, [Tim Payne](#)" and a "Sign Out" link are visible in the top right corner, along with a "Home" link. The main heading is "Tracking Number". Below this, the user information is displayed: "Tim Payne", "My New Company d/b/a My New DBA [3891]", and "Code Part - Code Part 763 - Code Part 763.1120 [2:80:73]". A table follows with four columns: "TrNo:", "Date:", "Status:", and "Account:". The data row shows "15983", "02/26/2015 02:46 PM", "Accepted", and "ICC\PATA". Below the table, the "Type:" is listed as "Code Part - Code Part 763 - Code Part 763.1120". The "Description:" is "Initial Agreement". The "Utility:" is "My New Company d/b/a My New DBA". At the bottom, there is a table with three columns: "Visibility", "Status", and "Description". The data row shows "Public", "Accepted", and "Initial Agreement". A "View" link is positioned to the left of the "Public" status.

TrNo:	Date:	Status:	Account:
15983	02/26/2015 02:46 PM	Accepted	ICC\PATA

**Type:**  
Code Part - Code Part 763 - Code Part 763.1120

**Description:**  
Initial Agreement

**Utility:**  
My New Company d/b/a My New DBA

Visibility	Status	Description
<a href="#">View</a> Public	Accepted	Initial Agreement

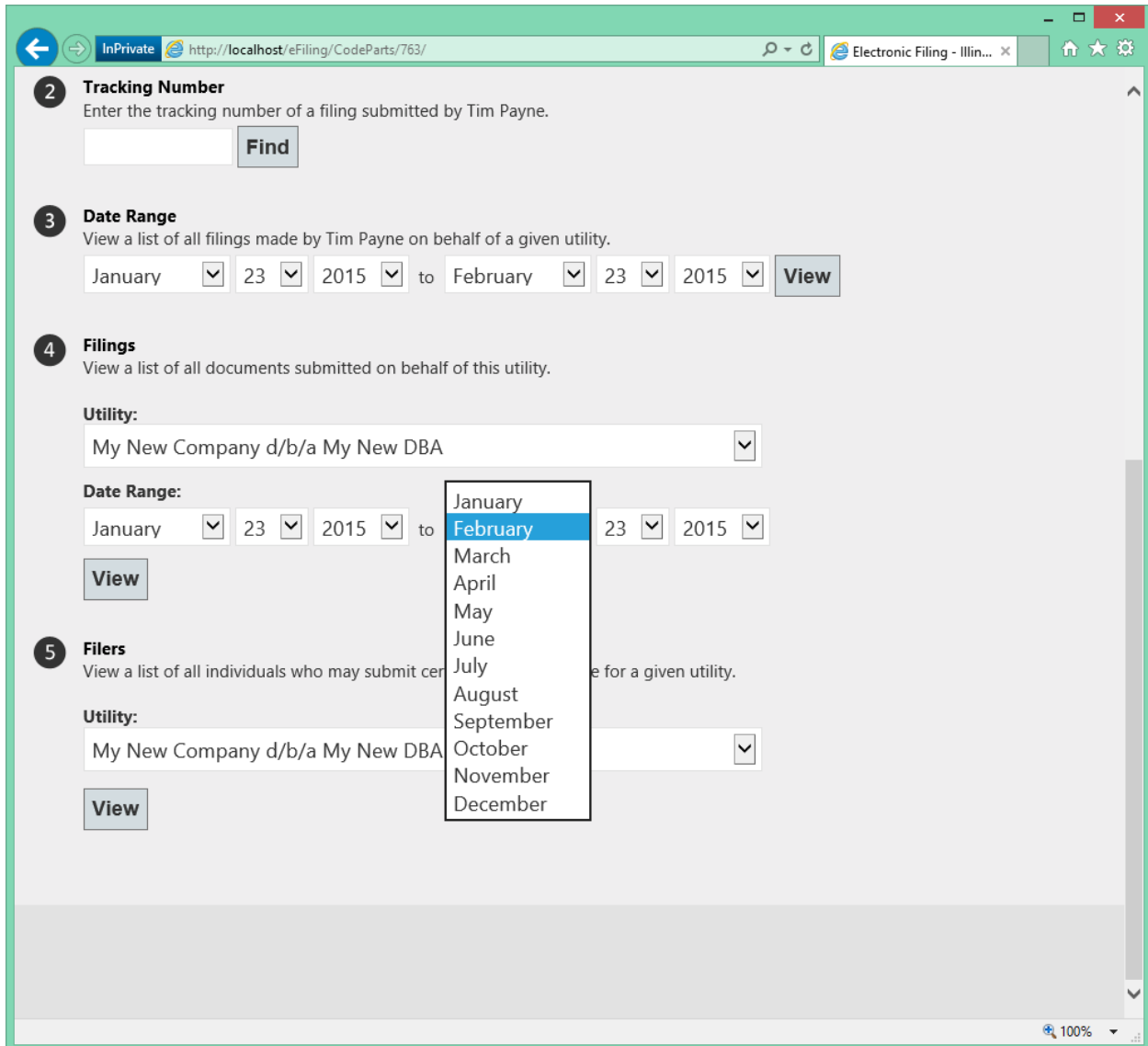


## HOW TO USE ELECTRONIC FILING

### How to view a list of documents submitted on behalf of this utility

#### Step 1: Select a utility and date range.

Use the drop-down lists to select the utility and date range. Click the View button to create a list of documents submitted on behalf of this utility.



The screenshot shows a web browser window with the URL `http://localhost/eFiling/CodeParts/763/`. The page contains several sections:

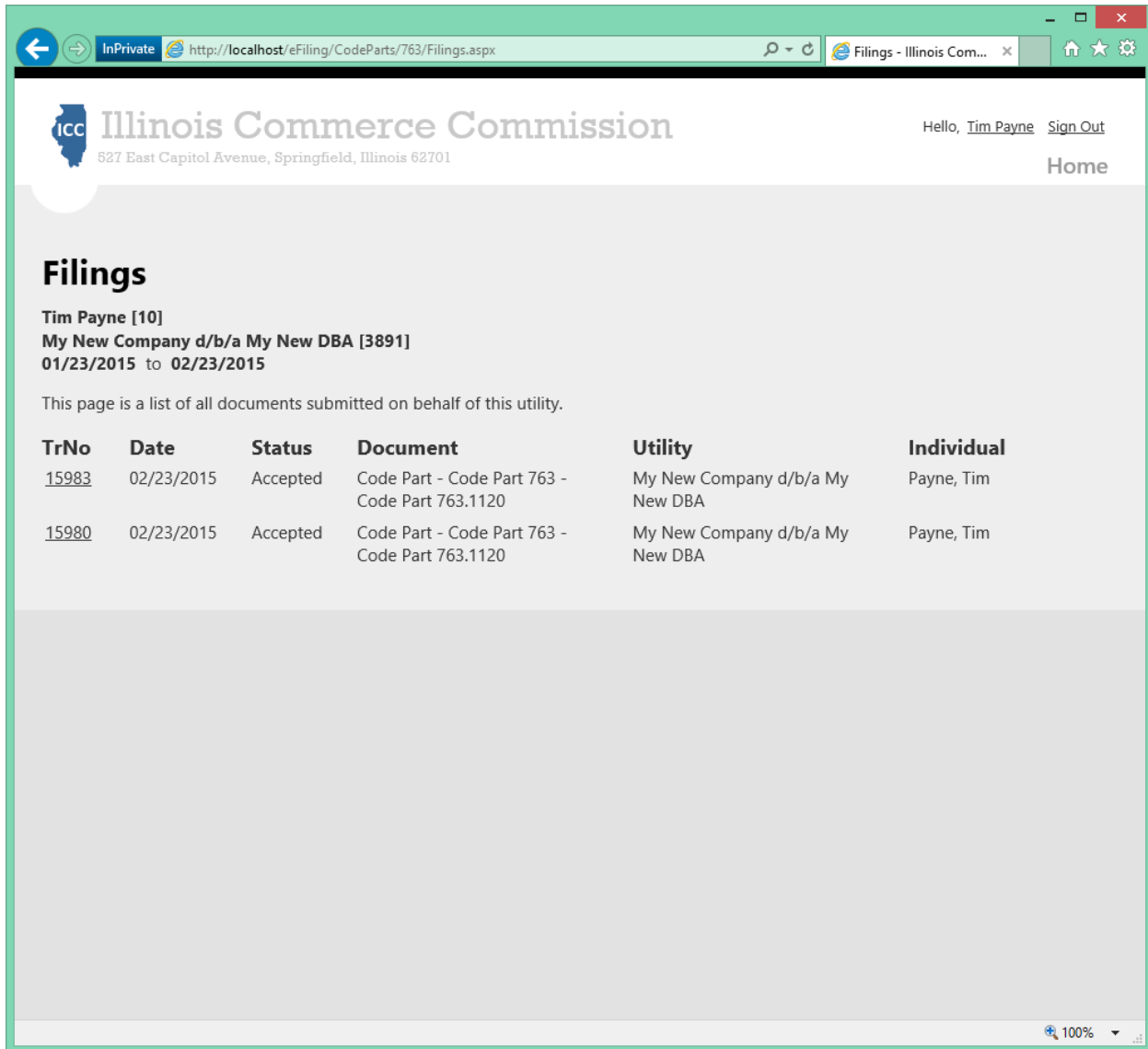
- 2 Tracking Number**: Enter the tracking number of a filing submitted by Tim Payne. Includes a text input field and a **Find** button.
- 3 Date Range**: View a list of all filings made by Tim Payne on behalf of a given utility. Includes dropdowns for month (January), day (23), and year (2015), followed by "to" and another set of dropdowns (February, 23, 2015), and a **View** button.
- 4 Filings**: View a list of all documents submitted on behalf of this utility. Includes a **Utility:** dropdown menu with the text "My New Company d/b/a My New DBA". Below it is a **Date Range:** section with dropdowns for month (January), day (23), and year (2015), followed by "to" and another set of dropdowns. A **View** button is present. A date range dropdown menu is open, showing a list of months from January to December, with February highlighted.
- 5 Filers**: View a list of all individuals who may submit cer... for a given utility. Includes a **Utility:** dropdown menu with the text "My New Company d/b/a My New DBA" and a **View** button.

## HOW TO USE ELECTRONIC FILING

### How to view a list of documents submitted on behalf of this utility

#### Step 2: Finished.

When the list is complete, the finish page containing a list of documents submitted on behalf of this utility is displayed.



The screenshot shows a web browser window with the URL `http://localhost/eFiling/CodeParts/763/Filings.aspx`. The page header includes the Illinois Commerce Commission logo and name, the address "527 East Capitol Avenue, Springfield, Illinois 62701", and a user greeting "Hello, Tim Payne" with a "Sign Out" link. A "Home" link is also present. The main section is titled "Filings" and displays information for "Tim Payne [10]" and "My New Company d/b/a My New DBA [3891]" for the period "01/23/2015 to 02/23/2015". A message states: "This page is a list of all documents submitted on behalf of this utility." Below this is a table with the following data:

TrNo	Date	Status	Document	Utility	Individual
<a href="#">15983</a>	02/23/2015	Accepted	Code Part - Code Part 763 - Code Part 763.1120	My New Company d/b/a My New DBA	Payne, Tim
<a href="#">15980</a>	02/23/2015	Accepted	Code Part - Code Part 763 - Code Part 763.1120	My New Company d/b/a My New DBA	Payne, Tim

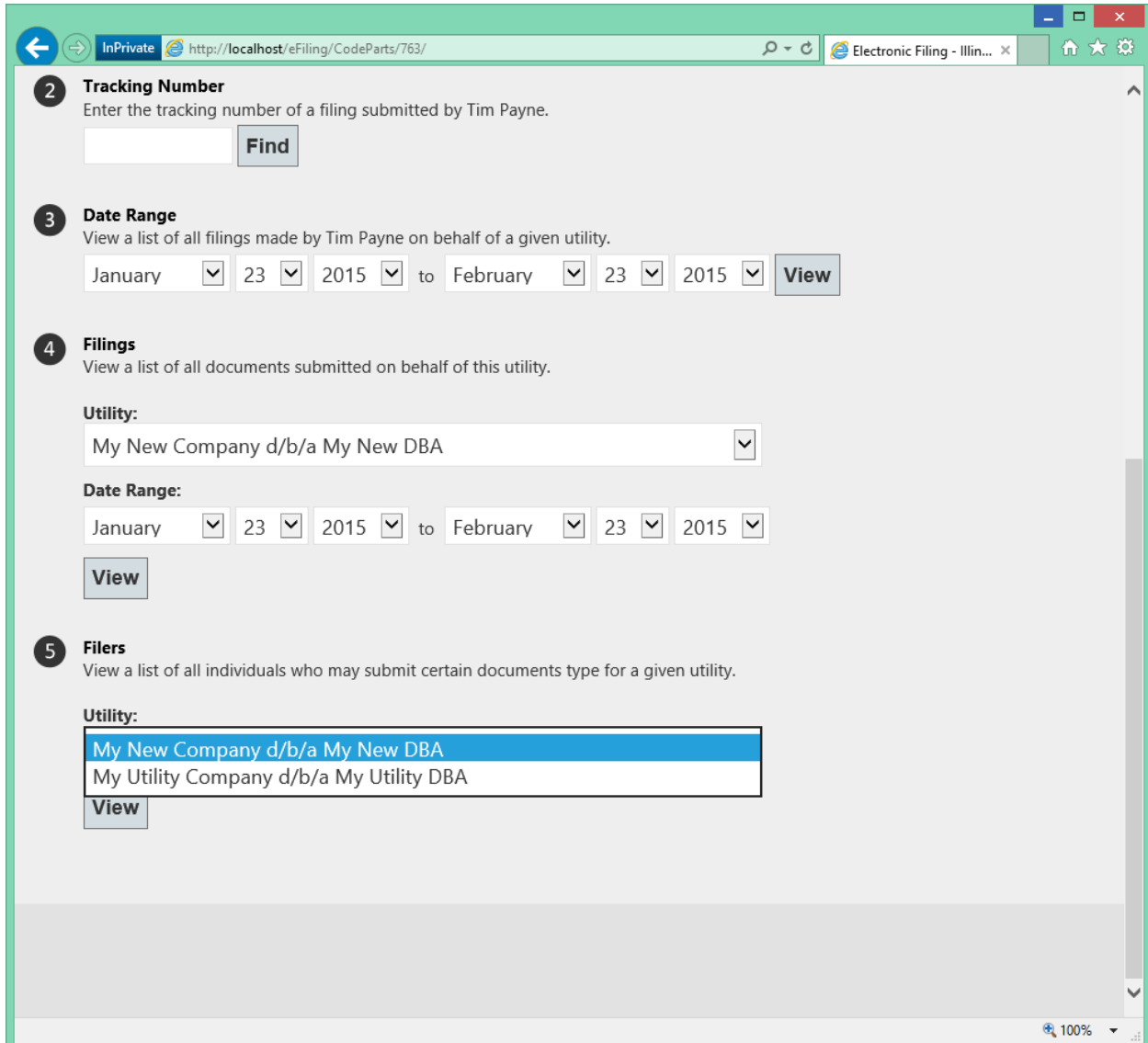
The browser window shows a zoom level of 100% at the bottom right.

## HOW TO USE ELECTRONIC FILING

### How to view a list of all individuals who may submit certain document types for a given utility

#### Step 1: Select a utility.

Use the drop-down list to select the utility. Click the View button to create a list of individuals who may submit certain document types for a given utility.



The screenshot shows a web browser window with the URL `http://localhost/eFiling/CodeParts/763/`. The page is titled "Electronic Filing - Illin...". It contains four numbered sections:

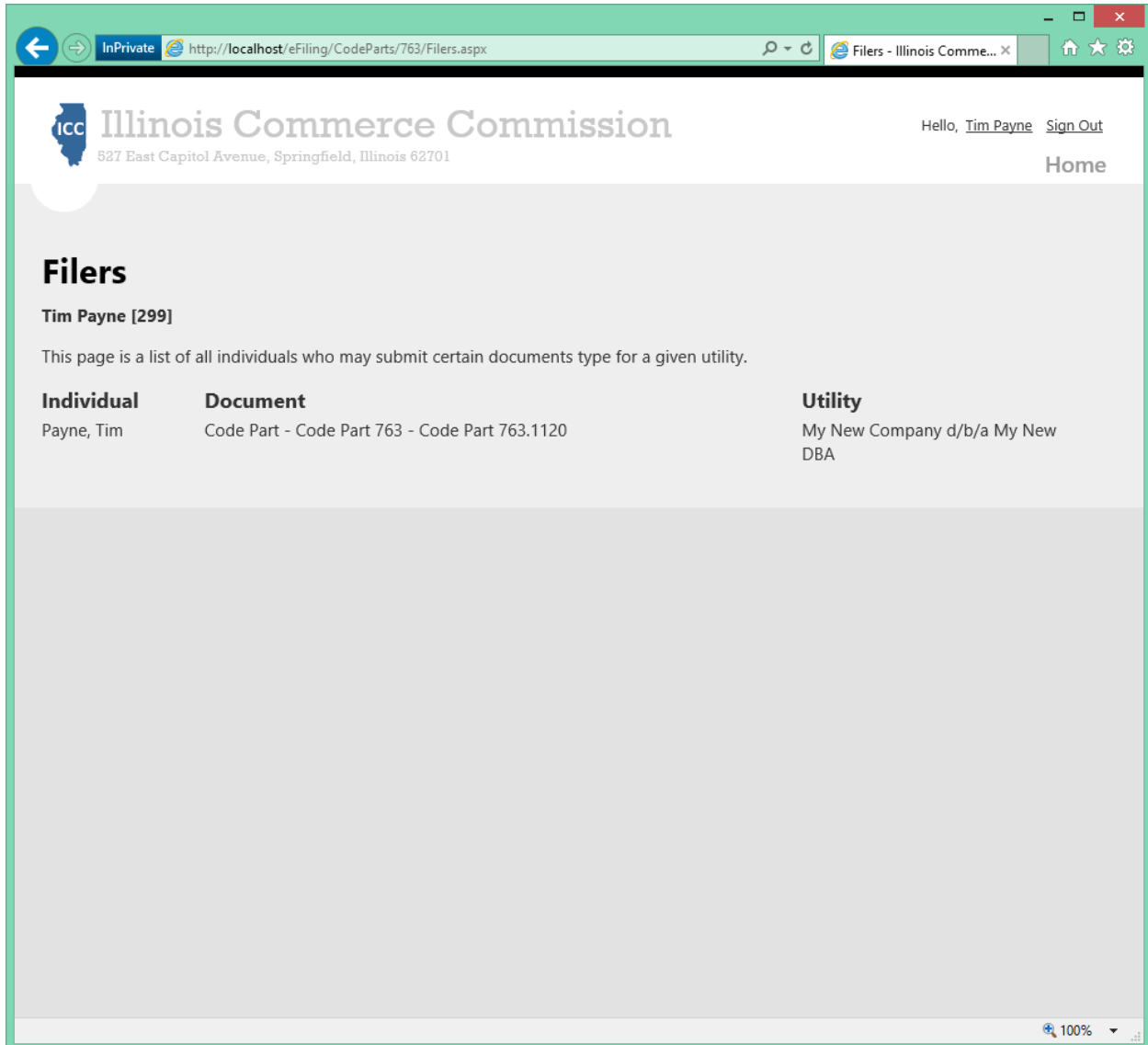
- Tracking Number**: Enter the tracking number of a filing submitted by Tim Payne. There is a text input field and a "Find" button.
- Date Range**: View a list of all filings made by Tim Payne on behalf of a given utility. It includes date pickers for month, day, and year, followed by a "View" button.
- Filings**: View a list of all documents submitted on behalf of this utility. It includes a "Utility:" dropdown menu with the selected value "My New Company d/b/a My New DBA", a "Date Range:" section with date pickers, and a "View" button.
- Filers**: View a list of all individuals who may submit certain documents type for a given utility. It includes a "Utility:" dropdown menu with a list of options: "My New Company d/b/a My New DBA" (highlighted) and "My Utility Company d/b/a My Utility DBA". Below the list is a "View" button.

## HOW TO USE ELECTRONIC FILING

### How to view a list of all individuals who may submit certain document types for a given utility

#### Step 2: Finished.

When the list is complete, the finish page containing a list of all individuals who may submit certain document types for a given utility.



The screenshot shows a web browser window displaying the Illinois Commerce Commission (ICC) Filers page. The browser's address bar shows the URL `http://localhost/eFiling/CodeParts/763/Filers.aspx`. The page header includes the ICC logo, the text "Illinois Commerce Commission", the address "527 East Capitol Avenue, Springfield, Illinois 62701", and a user greeting "Hello, [Tim Payne](#) [Sign Out](#)". A "Home" link is also present. The main heading is "Filers", followed by "Tim Payne [299]". A message states: "This page is a list of all individuals who may submit certain documents type for a given utility." Below this is a table with three columns: "Individual", "Document", and "Utility".

Individual	Document	Utility
Payne, Tim	Code Part - Code Part 763 - Code Part 763.1120	My New Company d/b/a My New DBA

The table is followed by a large, empty light gray rectangular area. The browser's status bar at the bottom right shows "100%" zoom.